



Urmston Grammar School

Tuesday 23rd September

RE: Lunchtime Pre-Order App

Dear Parents & Carers,

We have a lunchtime pre-order system available to students where they can pre-order sandwiches, drinks, and deserts via a mobile phone App. This can be used either days in advance, or on the day lunch is required. We have a fast-track line in the Cloisters to collect pre-ordered food. This means students are then able to avoid the longer queues for the Canteen or Pasta Bar. This can also help with attending lunchtime extra-curricular activities.

The pre-order window closes at 10am each day, however given that mobile devices are handed in during morning form time, in reality orders need to be placed before 8.30am in the morning. Once ordered students will not be able to change their order after this time or place order for the current day.

Attached to this letter is a pdf guide to setting up this App. All student-specific details have been emailed directly to each student's school email address.

School ID: 3585405

OTP: emailed to students

ID : Each student's network username eg. 24JBlogg (not your full email address
24jbloggs@urmstongrammar.org.uk)

Password: Each student's school password

If any students have issues signing up and into the CivicaEats App, they can speak to Mr Drabble in IT Support.

Kind regards,

Mr T Kennedy-Fowler
Headteacher